



Olde Towne Youth Center
301 Teachers Way
OFFICE: (301)258-6350
Effective July 2017
RENTAL PROGRAM
POLICIES AND PROCEDURES

The City of Gaithersburg welcomes the opportunity to serve you as a rental patron at the Olde Towne Youth Center. Please read these guidelines in their entirety for important information pertaining to rental use. The Youth Center facility is designed for one-time event rentals like birthdays, team parties, graduations, and other small gatherings. Multiple date events or ongoing rentals are not permitted. Rentals of more than 50 guests may require additional staffing.

Hours of Operation: The Center is generally open for rental use Monday – Friday, from 7 p.m. - 10 p.m., Saturdays from 11 a.m. to 11 p.m. and Sundays from Noon – 8 p.m. The Center is closed for the following holidays: Thanksgiving Day and Thanksgiving Friday, Christmas Day, New Year's Day, Martin Luther King Jr. Day, Memorial Day, July 4th, Presidents Day, and Labor Day.

A. POLICIES FOR RENTAL OF THE CENTER

It is the policy of the City Manager to encourage the rental of the Youth Center. The Center is available to Gaithersburg residents, nonprofit organizations, and businesses as well as nonresidents; however, higher rental fees are applicable to nonresidents and groups who do not reside within the corporate City limits. Requests for a rental may be made by submitting a Facility Use Application at least one (1) month in advance of the rental date.

B. STUDIO RENTAL

The Youth Center's mission is to provide a program for middle and high school students. The Studio will be rented at a discount to youth bands and young performers who are GYC or Student Union members as part of this mission. A majority of band members must be registered with the Gaithersburg Youth Club or Student Union to qualify for the member rate. A list naming all band members must be provided prior to the event. Hourly rates apply to raw recording with the Studio Manager or use of the AV lab and available mixing software.

C. FACILITY USE APPLICATIONS

All individuals or groups wishing to use the Center must complete a Facility Use Application. This is an application, not a binding contract to rent the building. Applications are available at Olde Towne Youth Center or Activity Center or may be obtained via mail, or fax.

PLEASE UNDERSTAND THAT YOUR REQUEST IS NOT OFFICIALLY CONFIRMED OR BOOKED UNTIL FULL PAYMENT HAS BEEN ACCEPTED AND YOU RECEIVE CONFIRMATION. You must be at least 21 years of age to sign an application, and the person signing the application must be in attendance for the entire rental.

event. If two or more groups wish to rent the facility on the same day and time, the applications will be processed and reservations confirmed on a first-come, first-serve basis.

D. HOW FEES ARE DETERMINED

To obtain a resident fee, the applicant's home address must be within the corporate limits of the City of Gaithersburg, or the address of an organization or business must be within the corporate limits. Organizations may not use the address of a member who is a City resident. A driver's license or company stationery will be required as verification of residence for Youth Center rentals. The person hosting the event must complete the application, and his/her address is used to determine the appropriate fee. If you are a nonprofit organization, a tax exemption certificate is necessary.

E. USER'S RESPONSIBILITIES

Rental patrons are required to:

- **Set up tables, chairs and other equipment as necessary. At the time indicated on the facility permit, a Center staff person will bring the requested number of tables, chairs and other equipment into the room for rental customers to set up.** Anticipate the amount of time necessary for set-up and take-down and include this time in the rental request.
- Arrive and depart at the times specified on the rental permit. Rental patrons must leave rented room(s) in the same condition in which it was found.
- Make arrangements for delivery of special items such as studio equipment as follows: Delivery of studio items and other assorted items such as rented equipment on any day and time other than those specified in the Facility Use Application is not permitted without prior written approval. Similarly, pickup of rental items or other equipment must be done within the time of the Facility Use Application unless prior written approval is agreed upon (Facility staff are not responsible for set up or take down of rental equipment).
- Rental patrons may not store items at the youth center without prior written approval.
- Clean-up is **ALWAYS** the responsibility of the rental patron. At the conclusion of the event, clean off tables and chairs, i.e., remove all food products, paper products, etc. Trash must also be bagged and taken to the dumpster. The Center will provide trash cans and bags.
- Abide by the information in the rental packet that identifies maximum number of persons per rental. Traditional rental maximum is 50 patrons. For rentals exceeding 50 guests, see section T.
- Confine rental event to the room that is identified on the facility permit. Use of the studio is only provided for studio rentals and not included in a traditional facility rental. Computer music lab usage is not included in traditional rentals.
- Obtain "proof of insurance" from any/all entertainment or catering vendors and submit copy to Community Facility Manager before the date of the event. Suggested minimum liability coverage is one million dollars.
- Accept responsibility for all persons associated with function. Rental patrons are responsible for any/all damages or problems associated with guests.

Failure to adhere to any or all of the above policies may result in the rental group being asked to leave the facility, forfeiture of deposit and/or- loss of future renting privileges.

F. REVOKING OF APPLICATIONS, CANCELLATION OF EVENT AND REFUSAL OF FUTURE RENTAL

The City of Gaithersburg reserves the right to revoke a user's application and/or refuse rental for any or all of the following:

1. Failure to pay rental fee when due.
2. Rental patrons are not conducting an event in an orderly manner.
3. Damage is done to the Center.
4. The rental patrons repeatedly do not adhere to users' responsibilities.
5. If the City feels that a group's event is detrimental to the well being of the Center staff or patrons.
6. The City reserves the right to cancel or postpone an event at any time due to unforeseen circumstances.

G. RESERVATION/SECURITY DEPOSIT

In order to reserve a room, a deposit must accompany a completed Facility Use Application. The deposit is equal to one hour rental time. Large social events or teen parties may require a higher security deposit. Deposits may be made by personal check, money order, cash, certified check or credit card (Visa/MasterCard/Discover/American Express) payment. **Note: Money received for Security Deposit is not applied to rental fees. Security Deposit payments will be processed (i.e. checks will be cashed and credit cards will be charged).**

Deposits may be forfeited if a group goes past their scheduled time, if they exceed closing hours, or if policies and procedures are not followed. Damages to the Center, insufficient clean-up and early arrival costs will be subtracted from the security deposit. If damage or overages in time are determined to be more than the security deposit, the rental patron will be billed. The City of Gaithersburg reserves the right to charge a higher deposit for special studio rental situations.

H. PAYMENTS

Rental fees and security deposits are due upon submission of Facility use Application. Payment will not be processed until application is approved. If paying by personal check, payment must be received 21 days prior to the event. A \$35 collection fee will be assessed for any check returned by the bank. If your fees remain unpaid after 30 days notice, you may be prosecuted in District Court under the Maryland Criminal Code, Article 27, Section 140-144.

I. REFUNDS/CANCELLATIONS

Cancellation notices must be submitted in writing and are subject to a \$10 processing fee if cancellation is made 14 days or more before the event. If cancellation notice is given less than 14 days before the event, 50% of rental payments are forfeited.

J. SECURITY DEPOSIT REFUNDS

Please allow thirty (30) days following the date of the event for return of a security deposit. Security deposit refunds are returned to the person and address used to reserve the facility. If payment is made by credit card, it is refunded to the same card.

K. ALCOHOLIC BEVERAGES

No alcoholic beverages are allowed by rental groups at the Olde Towne Youth Center.

L. SMOKING

In accordance with City of Gaithersburg Ordinance No. 0-13-90, no smoking will be allowed in the Olde Towne Youth Center. Rental patrons are asked not to smoke on the Youth Center grounds.

M. CHAPERONES / SECURITY

Any group that has the majority of patrons under the age of 21 is required to provide chaperones at the ratio of one adult per 10 underage participants. Chaperones are responsible for making sure that once attendees arrive at the event, they may not leave the event and then re-enter. Furthermore, an event with a majority of patrons under the age of 18 may be required to pay for additional staff person(s).

N. CHARGES FOR ADMISSION

Admission or cover charges for rentals are prohibited.

O. DECORATIONS AND CARE OF EQUIPMENT

No thumbtacks, tape, helium balloons, candles (long burning or taper), fog machines or non-fire proof decorations are allowed. This includes live or cut holiday trees. Special equipment requirements should be approved in writing prior to the rental event. Tampering with the thermostats or light fixtures, or any other Center equipment or furnishings is prohibited. No tape should be used on the Youth Center walls or floor.

P. CHARGES FOR DAMAGES

Rooms will be inspected by Center staff before and after use. The rental patron shall sign and verify the inspection sheet and be responsible for any damages or problems noted on the inspection sheet. The City of Gaithersburg has the authority to withhold part or all of the security deposit for damage by the user or failure to adhere to the user's responsibilities. If charges exceed the amount of the security deposit, rental patron will be billed and payment will be due within two weeks.

Q. FOOD AND BEVERAGES

Food and beverages are not permitted in all rooms. **No food is permitted inside the music studio or the computer lab, on/around the computers and game tables, and video game consoles.** The Center has limited refrigeration and one microwave for rental patrons. Caterers are permitted. Please remember that clean up associated with food and beverages is the responsibility of the rental patron. No food sales are permitted during the facility rental. Grilling of food is prohibited in the center and/or in the parking lot. Rental patrons may request use of the onsite grill in their Facility Use Application notes.

R. MUSIC AND MISCELLANEOUS

Music by disc jockeys is permitted but must be included on the Facility Use Application as part of the event description. Live bands are only allowed with prior written approval. Volume of music must be kept at a level that will not interfere with outside business owners. Weapons are strictly prohibited at the Center and on Center grounds.

S. ANIMALS

No animals are allowed in the Center without prior written approval (except any service animal used by a person with a disability).

T. LARGE EVENTS

A large event is defined as any rental with an expected attendance of 50 or more people **OR** any event renting space for two or more consecutive days. Large rental events have special requirements. Specific details of the event must be submitted in writing with Facility Use Application. Large group fees may be charged to cover additional expenses (i.e. extra staff, supplies, custodial costs, etc.). The City also reserves the right to require large groups to provide parking attendants and/or security personnel for their event (security personnel are defined as individuals who are licensed and bonded). Other requirements may be necessary for large events and such requirements will be set forth in writing by the City prior to the approval of the Facility Application. For rentals exceeding 50 people, the following additional rates will apply: 51-100 people, \$20/hour and 101-150 people, \$40/hour. The maximum capacity for the Center is 150 people. **Events may not exceed 150 people.**

U. EQUIPMENT AVAILABILITY

The Center can provide the following equipment to rental patrons free of charge, on a reservation basis, provided the equipment is not being used for another event.

The center cannot guarantee that all equipment will be in working order the day of the event.

<u>Quantity</u>	<u>Item</u>
12	Rectangle tables (seating for 4)
45	Chairs
1	Large screen TV
1	Xbox 360
1	XBOX One
1	PlayStation 3
1	PlayStation 4
1	Nintendo Wii
1	Ping Pong Table
1	Foosball Table
2	8' Pool Table
1	9' Pool Table
	Outside Basketball Court
	General Sports Equipment: Basketballs, Footballs, Frisbees, Soccer balls.

Studio and musical equipment are not eligible for rental or use by rental patrons.

Olde Towne Youth Center Rental Rates

Effective July 2017

TRADITIONAL RENTAL RATES

Individual Non-profit Resident*	\$70
Individual Non-profit Nonresident Government Agencies	\$85
Business/ Commercial Resident*	\$85
Business/ Commercial Non resident	\$100

These rates do not include the studio or music lab

Resident rates apply to a person, organization, or a business, which is located within the **corporate** limits of the City of Gaithersburg.

Rental CAPACITY: 50 people per traditional rental

<p style="text-align: center;">Olde Towne Youth Center Rental Rates</p>
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Effective July 2017

STUDIO RENTAL RATES

Member Rate	\$50
<u>Non-Member City Resident</u>	\$65
<u>Non-Member Non-resident</u>	\$80

Member rates apply to a person who is currently registered as a participating member of the City of Gaithersburg Youth Club (GYC) or Student Union. The Youth Center's mission is to provide a program for middle and high school students. The Studio will be rented at a discount to youth bands and young performers who are GYC or Student Union members as part of this mission. A majority of band members must be registered with the Gaithersburg Youth Club or Student Union to qualify for the member rate. A list naming all band members must be provided prior to the event

Rental CAPACITY: 10 Band members maximum for studio rental